

NEWSLETTER

Alabama Junior College Association

VOLUME II
NO. 2
SEPTEMBER
1975

EXECUTIVE COMMITTEE

Seth Hammett, Chairman
President, AJCA

Dr. W. Byron Causey
Vice President-
President Elect

James F. Crabtree
Treasurer

Sandra King
Secretary

Joe Acker
Parliamentarian

Joan Goree
Publications Editor

Bill Osborn
Past President

COMMISSION CHAIRPEOPLE

Dr. Allan Naylor
Administration &
Business

Dr. Marilyn Beck
Instruction &
Curriculum

Gerald Waldrup
Faculty

Curtis Thomasson
Students

Linda Latimer
Public Relations

Editor's Notes

A warm welcome to another academic year with sincere wishes that this will be an interesting and productive year for each of you. As you read the pages of this issue of the Newsletter it will be evident that the Executive Committee has already been planning activities and events designed to make this year in A. J. C. A. meaningful to each of you.

An especially warm welcome is extended to our new president, Mr. Seth Hammett, Lurleen B. Wallace State Junior College in Andalusia, Alabama and we welcome those who will be serving as the members of the Executive Committee for this term of office.

Included in this issue are details of action taken by the Executive Committee during recent meetings. Please read these minutes carefully in order to apprise yourself of new plans and developments to be implemented this year. Also for your reference is included a copy of the revised Constitution of the Alabama Junior College Association.

If you have information which would be of interest to our membership, please forward it to me for inclusion in the forthcoming issues of the Newsletter. Your participation through submission of materials for the Newsletter will be a significant step in achieving the goal of the Newsletter which is communication.

Martha Markus
Supportive
Personnel

John White
Learning Resources

EXECUTIVE COMMITTEE
ALABAMA JUNIOR COLLEGE ASSOCIATION
1975-76

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1975-76 Executive Committee
Alabama Junior College Association

Alabama Christian College, Montgomery
June 13, 1975
10:15 a.m.

Dr. Causey reported that the conditional appropriation would be released by the Governor.

Joe Ford made the following statements concerning proposed funding for junior colleges for the next biennial:

- . Governor's budget calls for 47 million
- . Alabama Commission on Higher Education is recommending 50.3 million for junior college of a 420 million budget for higher education
- . subcommittee on education is recommending 59 million
- . Junior College Branch, State Department has requested 64.2 million

The State Department of Education figure of 64.2 million was calculated by using the current operating budget as a base figure and adding 8% faculty raise, step raises, 8% administration raise, 8% clerical raise, additional faculty, additional transportation expenses, delayed maintenance, and inflationary factors.

It seems that the Governor's suggested amount of 47 million is basically the ACHE figure less 8%.

Dr. Causey reported that the junior college presidents had agreed unanimously to support a request of 59 million for junior colleges and 49 million for technical schools for the next biennial.

It was the opinion of Joe Ford that the 59 million figure should be in the AEA budget when it is presented. Dr. Causey made the motion that the Alabama Junior College Association go on record as supporting the recommendation of the subcommittee of 59 million for junior colleges and 49 million for technical schools.

A second was made by Dr. Beck. Motion carried.

The following plan of action for the association was approved:

1. Junior college personnel belonging to AEA will be ask to contact the Executive Secretary of AEA to request that 59 million for junior colleges be included in the AEA Budget.

2. Junior college employees will be ask to contact in person each member of their legislative delegation seeking a commitment for support of 59 million for junior colleges.
3. A delegation representing AJCA will meet with Dr. Paul Hubbert to discuss inclusion of the 59 million for junior colleges in the AEA Budget.
4. Mail out to the membership of an issue of a Legislative Bulletin to include a report on the meeting with Dr. Hubbert; the justification for the 59 million request, and an article stressing the need for the State Board of Education to have the power to set salaries for junior college employees rather than the legislature.

The following persons will meet with Dr. Hubbert on June 18 at 4:30 p.m.:

Seth Hammett
Dr. Byron Causey
Dr. Marilyn Beck
Van Black
Joe Ford
Dr. George Layton
Ted Brock

Dr. Causey will have a resolution to present to Dr. Hubbert.

The AJCA Executive Committee agreed that the Governor's office should not be contacted at this time.

There was a discussion of a number of higher education-related bills currently in the hopper. The Executive Committee decided not to take any formal action regarding the bills. Joe Ford announced that he would introduce a tenure bill for junior college instructors.

The treasurer was instructed to have a tentative budget and financial report ready by the next meeting of the Executive Committee.

Dr. Causey reported that some preliminary work has been done on the revision of the constitution. Joe Acker will send to each member of the Executive Committee a detailed explanation of the proposed revisions. A report will be given at the next meeting of the Executive Committee.

Names of chairpersons of Interest Groups were added to the AJCA organizational chart.

Bill Carr announced that ACHE can provide some financial support to inservice programs sponsored by the association. Dr. Carr was ask to look at the various Interest Groups and come up with suggestions as to how ACHE can work with the association in inservice training.

Martha Markus was given the authority to determine interest groups within the commission on Supportive Personnel that will best meet the needs of the persons involved.

Dr. Causey will contact Dr. Naylor to secure the names of chairpersons of the Interest Groups that make up the Commission on Administration and Business. Dr. Causey will supply the AJCA secretary with this information.

Dr. Causey stated that the presidents will consider April 8-9, 1976 for convention dates and \$40 per person to cover expenses at their meeting in Gulf Shores later in the month.

Dr. Carr will check with the Hyatt House in Birmingham and the Governor's House in Montgomery about convention facilities. Facilities should be able to accommodate 1200 persons.

The next meeting of the Executive Committee will be on August 1, 10:00 a.m., Alabama Christian College, Montgomery. The date and place for the 1976 convention will be firmed up at this meeting.

1975-76 EXECUTIVE COMMITTEE
ALABAMA JUNIOR COLLEGE ASSOCIATION

M-4

Alabama Christian College, Montgomery
August 1, 1975
10:25 a.m.

Minutes of the previous meeting were approved. There was a general discussion of public junior college funding including comments about the first issue of the Legislative Bulletin. It was noted that presidents of local AEA units on junior college campuses were issuing resolutions in support of a 12% salary increase for junior college instructors. It was agreed that as far as funding is concern, there is nothing the Association can do for the moment.

It was noted that it looks as if the Bond Issue may be dead, although at this time it is hard to make any positive statements.

Several education-related bills were discussed including,

- . "Meet and Confer" Bill
- . "Free tuition for one academic year for high school graduates with a C average or better to any state institution" Bill
- . Sick leave - 50% pay upon retirement Bill
- . ACHE Abolishment Bill
- . 25-mile Bill

Dr. Causey moved that AJCA members be encouraged to contact their local legislators asking them not to support Senate Bill 479 which would prohibit a state-supported university from offering college level courses within a radius of twenty-five miles from the campus of another state supported university (institution), without the approval of the Board of that university. The wording of this bill is vague. Motion carried.

Dr. Causey made a motion commending ACHE for supplying members of the AJCA Executive Committee with copies of proposed legislation related to education. Jimmy Crabtree seconded the motion. Motion carried.

Dr. Causey will contact Dr. Naylor to secure names of chairpersons of the Interest Groups that make up the Commission on Administration and Business. Dr. Causey will provide the secretary with this information.

Joe Acker reported on the proposed revisions of the AJCA Constitution. The following plan of action will be followed in regard to the revision of the constitution:

1. Publish amendments and proposed revised constitution in September 15 issue of Newsletter with opening statement and justification to be written by Joe Acker.
2. Members will be ask to mail any suggestions to Joe Acker by October 10.
3. These suggestions will be brought to the Executive Committee on October 15.
4. The final form of proposed revised constitution will be mailed to the membership.
5. Proposed revised constitution to be presented to the Delegate Assembly at the annual convention.
6. Proposed revised constitution to be presented to the total membership at the annual convention.

Joe Acker will mail to the secretary information about the proposed changes in the constitution. She will get this information to the editor of the Newsletter.

The Treasurer was ask to contact Martha Markus, chairperson of the auditing committee and ask her to get the books from the 1974-75 treasurer, Wayne Shaddix, and audit them. She is to contact Max Norton, Gadsden State, about the AJCA certificate of deposit.

The treasurer reported that as of August 1, AJCA funds are:

Checking Account	\$2221.55
Certificate	<u>5000.00</u>
Total	\$7221.55

The treasurer was ask to bill the member institutions for annual dues (\$25.00) as of October 1, 1975. A proposed budget was discussed. It was decided that \$500.00 would be needed to publish four issues of the Newsletter.

Convention facilities are not available in Birmingham on April 8-9. The Executive Committee approved April 15-16, Hyatt House, Birmingham as dates & site of the 1976 convention. These dates & place are subject to the approval of the presidents.

The following tentative schedule for the 1976 AJCA Convention was approved:

<u>Thursday, April 15, 1976</u>	
2:00-3:00 p.m.	Session I - nationally known speaker (in junior/community college movement)
3:00-4:00 p.m.	Interest Groups
4:00-5:00 p.m.	Session II- nationally known speaker (in junior/community college movement)

6:30-7:30 p.m. Attitude Adjustment Hour??
 7:30-9:30 p.m. Dinner
 Inspirational-type speaker
 10:00-1:00 p.m. Dance

Friday, April 16, 1976

9:00-10:00 a.m. Session III- nationally known speaker
 10:00-10:30 a.m. Coffee
 10:30-12:00 Interest Groups
 1:00- 2:00 p.m. Delegate Assembly
 2:00- 3:00 p.m. Session IV - Business
 3:00- 3:30 p.m. Primary Interest Groups
 3:30- 4:00 p.m. New Commissions
 4:00 p.m. Meeting of 1976-77 Executive Committee

ACHE will finance one nationally known speaker for the convention.

The following responsibilities for the convention were assigned:

Planning Committee - Executive Committee
 Facilities - Bill Carr
 Exhibits - Sandra King
 Program - Beck

Two meetings of the Executive Committee were scheduled:

August 29, 1975
 10:00 a.m.
 Alabama Christian College
 Montgomery

October 15, 1975
 10:00 a.m.
 Alabama Christian College
 Montgomery

1975-76 EXECUTIVE COMMITTEE
 Alabama Junior College Association

M-5

Alabama Christian College, Montgomery
 August 29, 1975
 10:00 a.m.

The purpose of the meeting was to plan the 1976 AJCA convention.
 The following convention-related assignments were made:

Physical Facilities: Bill Carr

Banquet Committee (including program, decorations,
 entertainment): Bill Carr and Martha Markus

Special Guests: Bryon Causey

Registration (including pre-registration, banquet tickets):
 Sandra King, Curtis Thomasson, Seth Hammett

Financial Arrangements: Jimmy Crabtree

Convention Program: Marilyn Beck, Sandra King

Arrangements for Business Sessions: Joe Acker

- 1). arrange agenda for all sessions on Friday afternoon
- 2). contact colleges about delegates for the Delegate Assembly
- 3). make arrangements for election of officers at General Assembly
- 4). arrange for the formation of new Commissions and new Primary Interest Groups
- 5). plan for meeting of new Executive Committee;
- 6). Be responsible for publicizing, coordinating, and perform all duties related to business sessions except actual conduction of business during sessions.

Publicity (pre- and post-convention): Lynda Latimer

Exhibits (charge \$55.00 per space), sponsors for Attitude Adjustment Hour, two coffees, Band and beverages for dance: Sandra King

The Commissioners are to contact the Interest Groups chairpersons asking that a proposal including program plans and budget request be submitted. The Interest Groups chairpersons should notify the commissioners of meeting space requirements. It will be the responsibility of these persons to encourage attendance at the convention and, specifically, at the meetings of Interest Groups. The commissioners should have all budget requests from Interest Groups and be ready to support these requests at the next meeting of the Executive Committee.

Recommendations for key speakers for the convention should be sent to Marilyn Beck by October 1.

ACHE will provide financial support (\$500.00) for the Friday General Session.

Seth Hammett will write letters to the presidents of the private junior colleges soliciting their support for the Association and the convention. He signed the contract with the Birmingham Hyatt House for April 15-16, 1976.

The registration fee, to include a banquet, was set at \$10.00.

Tentative schedule for the AJCA 1976 Convention is as follows:

Thursday, April 15

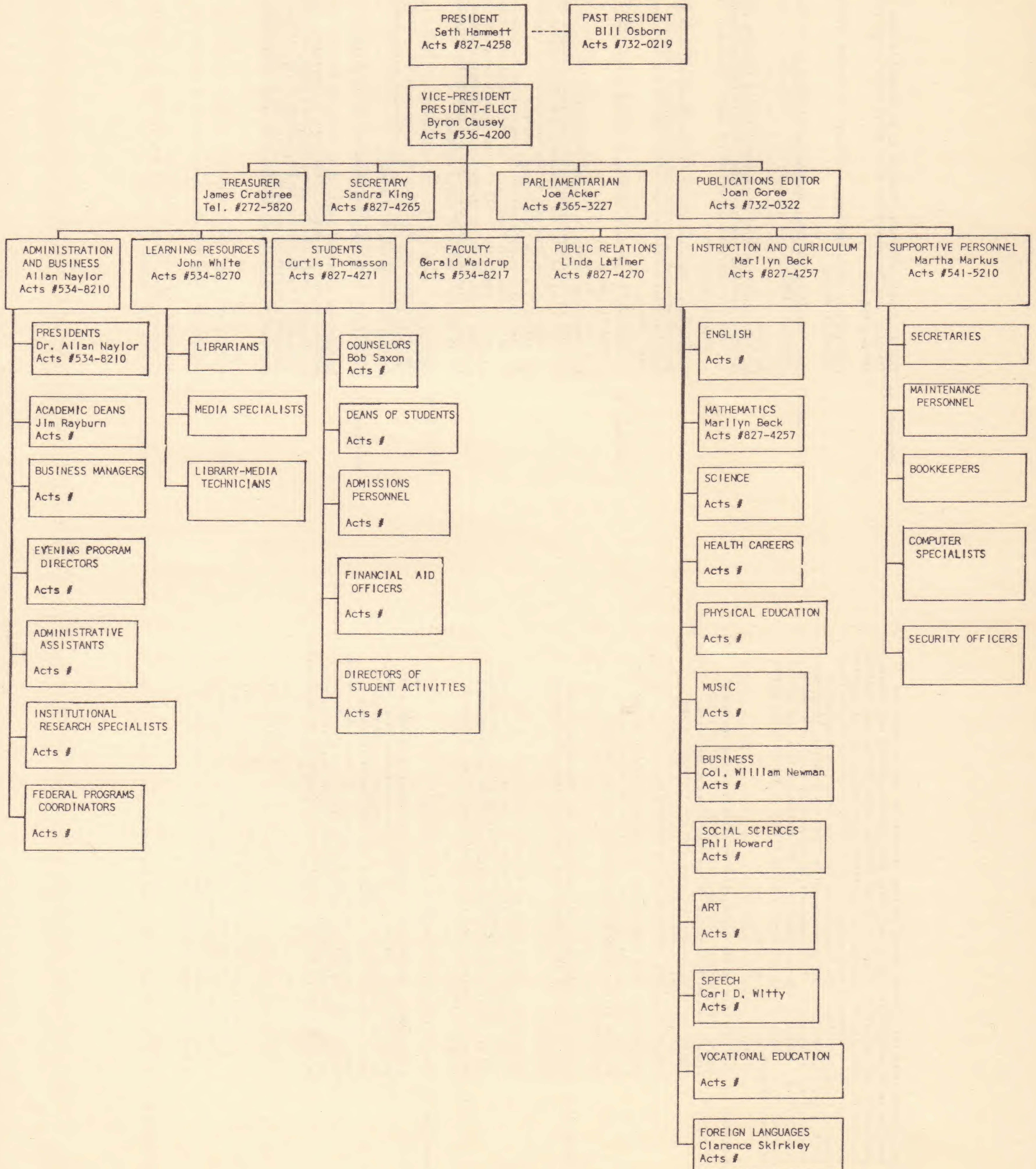
10:00 a.m. - 1:30 p.m.	Registration
10:00 a.m. - 1:30 p.m.	Exhibits
1:30 - 2:30 p.m.	Session I
3:00 - 4:00 p.m.	Interest Groups
4:00 - 4:30 p.m.	Coffee
4:30 - 5:30 p.m.	Session II
5:30 - 7:30 p.m.	Exhibits
6:30 - 7:30 p.m.	Attitude Adjustment Hour
7:30 - 9:30 p.m.	Banquet
10:00 p.m. - 1:00 a.m.	Dance

Friday, April 16

8:00 a.m. - 9:00 a.m.	Late Registration, Exhibits
9:00 - 10:00	Session III
10:00 - 10:30	Coffee - Exhibits
10:30 - 12:00 Noon	Interest Groups
12:00 - 1:00 p.m.	Lunch
1:00 p.m. - 2:00	Delegate Assembly
2:00 - 3:00	Business Session
3:00 - 3:30	New Primary Interest Groups
3:30 - 4:00	New Commissions
4:00	Meeting of 1976-77 Executive Committee

ALABAMA JUNIOR COLLEGE ASSOCIATION

ORGANIZATIONAL CHART



For several years the Alabama Junior College Association has attempted to function under Constitution and Bylaws which have proven unwieldy and counter-productive. The Executive Committee of the Alabama Junior College Association has felt the necessity of revising the Constitution and Bylaws of the Association to provide a framework more conducive to the desired activities and functions of the Association. The Constitution Revision Committee, composed of Joe D. Acker, Chairman, Dr. Byron Causey and Dr. Charles W. Davis, offer the amendments as listed below. Each amendment is followed by an explanation or justification. Following the presentation of the amendments is a copy of the proposed revised Constitution which would be in effect if all of these amendments are adopted.

Amendment 1. That the name of the Association be changed to the Alabama Junior and Community College Association, and that all references to the Association in the constitution and bylaws conform to this designation, and that the redundant usage of the full name of the Association throughout the text be reduced by simple reference as the Association.

Explanation: This name change is suggested because of the various names of the institutions within the organization, the name of the national organization, and the national publication.

Amendment 2. Article III, Section a, be changed to read "Individual membership is open to all employees of Alabama Junior and Community Colleges."

Explanation: Since there are no annual dues assessed the individual members of the Association at this time, it is thought best to delete this reference to annual dues from this Article. All financial policies of the Association are vested in the Executive Committee, and the establishment of annual dues is therein implied.

Amendment 3. That Article IV be deleted in its entirety.

Explanation: The delegate assembly has seemed to be the most unworkable aspect of the Junior College Association in Alabama. The idea behind and the effect of the delegate assembly was to make the Association's political and legislative structure responsive to the institutions which make up the membership of the Association. If all the amendments proposed here are adopted, the political and legislative structure of the Association will be responsive to the constituent interest groups of the Association.

Amendment 4. That Article V, Officers, Section 1, be changed to read " . . . The vice-president/president-elect shall serve as president in the ensuing year."

Explanation. This amendment is offered to clarify previous misunderstanding.

Amendment 5. That Article V, Officers, Section 2, Selection of Officers, be changed to read:

- a. Same
- b. "The secretary shall be appointed by the incoming president."
- c. "The immediate past president shall be the parliamentarian."
- d. "The officers shall assume office upon adjournment of the annual convention."

Explanation: The major change in this amendment is to make the immediate past president parliamentarian. This will provide organizational continuity and efficiency in the Executive Committee.

Amendment 6. That Article V, Officers, Section 3, Duties of Officers, be changed to read:

- a. Delete the phrase ". . . and parliamentarian . . ."
- b. "The vice-president/president-elect shall perform those duties assigned by the president, and shall perform the duties of the president during his absence or disability."
- c. Delete ". . . to the delegate assembly . . ."
- d. The secretary shall record meetings of the Association and of the Executive Committee. He shall maintain a list of the entire membership in all classes of membership and shall perform other duties as assigned by the Executive Committee.
- e. The parliamentarian shall perform such duties as prescribed by Robert's Rules of Order, Revised.

Explanation: These changes are recommended in order to clean up the Constitution in its reference to the delegate assembly and to assure an orderly transition of authority in the event of the absence or disability of officers.

Amendment 7. Delete Article VI, Executive Director, in its entirety.

Explanation: The employment of an executive director for the Association does not appear feasible in the immediate future. On the other hand, the Executive Committee shall have sufficient authority to proceed in this matter in the event an executive director is employed. Thus, the reference to the executive director in the Constitution seems superfluous.

Amendment 8. Change Article VII, Committees, Section 1, Executive Committee, to read:

"Section 1. Executive Committee.

"a. The members of the Executive Committee shall be the president, vice-president/president-elect, treasurer, the immediate past president, the chairman and vice-chairman of the Commission on Faculty, the chairman and vice-chairman of the Commission on Administration, the chairman of the Commission on Students, and the chairman of the Legislative Affairs Committee. The secretary of the Association shall serve as a nonvoting member of the Executive Committee. The Chief State School Officer or his designee shall be an ex-officio, nonvoting member. The Executive Director of the Alabama Commission on Higher Education or his designee shall be an ex-officio, nonvoting member.

"b. The duties of the Executive Committee shall be to plan the annual convention, review recommendations of the Commissions, serve as the membership committee, and carry out such activities as may be assigned by the Association. The Executive Committee, represented by the president, shall refer to the Association all matters pertaining to changing or establishing policy. The Executive Committee may recommend action on matters referred to the Association.

"c. The Executive Committee shall appoint members to fill the unexpired terms of elected officers upon their resignation or incapacitation."

Explanation: This amendment represents a major change in the Association, since the Executive Committee is being changed to reflect the constituency of the Association represented by the Commissions covering Associational membership. Representation on the Executive Committee by the various Commissions and officers is designed to provide appropriate political structure equating the size of the Commissions.

The effect of the membership of the Executive Committee will be to limit those members appointed by the president to one, whereas in the past the president was able to appoint as many as four members to the Executive Committee.

Amendment 9. Article VII, Section 2. Delete "president."

Explanation: If the vice-president/president-elect serves as president during the ensuing year, his nomination by the Nominating Committee is superfluous.

Amendment 10. Article VII, Section 3, Legislative Affairs Committee, Item a., fourth line, delete "...delegate assembly..." and add "Executive Committee" in its place.

Explanation: This provides consistency with Amendment 3.

Amendment 11. Change Article VII, Section 4, Other Standing Committees, to read:

"Section 4. Other Standing Committees. A Publications Committee, appointed by the president, and an Auditing Committee, composed of two persons employed at member institutions other than those represented on the Executive Committee, shall be appointed by the president to carry out such duties as designated by the Executive Committee."

Explanation: It is suggested that a Research Committee as a standing committee be deleted, since this function of the Association can be handled on an ad hoc basis; and the change in the auditing procedure is designed to provide simple safeguards in fiscal matters.

Amendment 12. Change Article VIII, Commissions, Section 1, to read:

"The following Commissions are established to carry out activities consistent with the purposes of the Association, as herein prescribed:

- "a. Commission on Faculty
- "b. Commission on Administration
- "c. Commission on Students"

Explanation: It is felt that these three Commissions, which will represent various primary and secondary interest groups, will provide adequate organizational structure and representation on the Executive Committee.

Amendment 13. Change Article VIII, Commissions, Section 2, Determination of Membership and Officers, to read:

"Section 2. Determination of Membership and Officers:

- "a. Each Commission shall be composed of the elected chairman or president of each primary interest group within the Commission."

Explanation: As stated before, the basic structural components of the organization will no longer be the member institutions, but will be the various interest groups of the constituents of the organization. The deletion of the delegate assembly in Amendment 3 removes the institutional foundation, and this amendment provides for interest group participation.

Amendment 14. Add to Article VIII, Commissions, Section 2:

"c. Each Commission shall be responsible for the creation of procedural bylaws to facilitate the activities of the various primary and secondary interest groups within the Commission."

Explanation: The Executive Committee will provide to each Commission a model upon which bylaws for the Commission can be structured. This procedure will consume some time during the first year of operation under the new constitution and will provide ample opportunity for the various primary and secondary interest groups to assure their own representation and influence in matters of the Association.

Amendment 15. Change Article VIII, Commissions, Section 3, Part b, to read:

"b. Coordination of the planning of the annual convention programs for the interest groups within the Commission."

Explanation: Under this amendment the Commissions will coordinate the planning of the convention program for the individual interest groups within the Commission rather than planning programs for the Commission, the idea being that the Commissions will serve as coordinating bodies linking the Executive Committee to the interest groups of the Association.

Amendment 16. Add an article entitled INTEREST GROUPS:

Section 1. The following primary interest groups are established within the Commissions to carry out activities consistent with the purposes of the Commissions:

- a. Commission on Faculty
 1. Social science faculty
 2. Humanities faculty
 3. Mathematics/Science faculty
 4. Career education faculty
 5. Learning resources faculty
 6. Faculty support personnel
- b. Commission on Administration
 1. Executive officers
 2. Academic officers
 3. Financial officers
 4. Administrative support personnel
- c. Commission on Students
 1. Student services executives
 2. Counselors
 3. Admission officers
 4. Financial aids officers
 5. Support personnel for student services

Section 2. Secondary interest groups may be established as deemed advisable and within the bylaw provisions of the Commissions.

Explanation: This Article on the interest groups is designed to provide balanced segmentation of the Commissions, roughly offering primary interest groups approximating a balance of numbers within the group. Section 2 of the Article, which will provide for secondary interest groups, will allow each constituent segment of the Association to subdivide as they deem advisable. For instance, if in the Commission on Administrative Support Personnel the daytime security officers wish to have a separate secondary interest group from night watchmen because of the unique and distinct nature of their job classifications, then it is entirely permissible. On the other hand, if under the Commission on Faculty the learning resources faculty desires to have all librarians, all media specialists, all technical services technicians, etc., retained in one interest group, then they may do so. We are trying here to provide, first, equitable representation, and, second, flexibility which will respond to the dynamic nature of the Association itself.

Amendment 17. Article IX: Change the words "Delegate Assembly" and "Assembly" to "Association" where they appear in Article IX.

Explanation: This change is offered to maintain consistency with Amendment 3.

Amendment 18. Delete the words "...by a two-thirds vote of the Delegate Assembly and..." from Article X, Amendments.

Explanation: This change is offered to maintain consistency with Amendment 3.

Amendment 19. Change the numbering and location of Articles to read as follows:

ARTICLE I. NAME
ARTICLE II. PURPOSE
ARTICLE III. MEMBERSHIP
ARTICLE IV. OFFICERS
ARTICLE V. COMMISSIONS
ARTICLE VI. INTEREST GROUPS
ARTICLE VII. COMMITTEES
ARTICLE VIII. FINANCE
ARTICLE IX. AMENDMENTS

Explanation: In writing a constitution, the progression of Articles should be logical. Reference should not be made to any segment of an organization in a constitution until that segment has been recognized and established by preceding Articles. For instance, the members of the Executive Committee should not be enumerated until the Commissions are established and general Associational officers are provided for, since the membership of the Executive Committee is drawn from these two groups. This amendment changing the numbering and location of the Articles is designed to provide logic and continuity.

CONSTITUTION AND BYLAWS
ALABAMA JUNIOR AND COMMUNITY COLLEGE ASSOCIATION

ARTICLE I. NAME

The name of this organization will be the Alabama Junior and Community College Association.

ARTICLE II. PURPOSE

It shall be the purpose of the Association to promote development and advancement of junior and community college education in Alabama by:

- a. Promoting the best possible conditions for professional service;
- b. Encouraging professional growth;
- c. Improving articulation and cooperation with other levels of education;
- d. Identifying needs and problems of Alabama Junior and Community Colleges through research and similar activities and communicating these to appropriate agencies for action; and
- e. Providing communication about and among the Alabama Junior and Community Colleges.

ARTICLE III. MEMBERSHIP

Four classes of membership are established: Individual, Associate, Institutional and Affiliate.

- a. Individual membership is open to all employees of Alabama Junior and Community Colleges.
- b. Associate membership is open to individuals whose professional activities are closely related to the functions and purposes of Alabama Junior and Community Colleges, upon approval of the Executive Committee and the payment of annual membership dues.
- c. Institutional membership is open to Alabama Junior and Community Colleges upon payment of annual dues.
- d. Affiliate membership is open to organizations and institutions whose activities are recognized as being closely related to the functions and purposes of Alabama Junior and Community Colleges.

ARTICLE IV. OFFICERS

Section 1. Officers. The officers of this Association shall be president, vice-president/president-elect, secretary, treasurer, and parliamentarian. The vice-president/president elect shall serve as president in the ensuing year.

Section 2. Selection of Officers.

- a. The president, vice-president/president-elect and treasurer shall be elected by the membership of the Association. A majority of votes cast shall constitute election.
- b. The secretary shall be appointed by the incoming president.
- c. The immediate past president shall be the parliamentarian.
- d. The officers shall assume office upon adjournment of the annual convention.

Section 3. Duties of Officers.

- a. The president shall preside at meetings of the Executive Committee and the annual convention, shall represent the Association in all matters pertaining to the Association, call meetings of the Executive Committee, appoint the secretary, and authorize expenditure and payment of Association funds.
- b. The vice-president/president-elect shall perform those duties assigned by the president, and shall perform the duties of the president during his absence or disability.
- c. The treasurer shall receive all money for the Association and make payment of Association funds upon authorization of the president. At the annual convention he shall submit a report of the receipts and expenditures for the preceding year.
- d. The secretary shall record meetings of the Association and of the Executive Committee. He shall maintain a list of the entire membership in all classes of membership and shall perform other duties as assigned by the Executive Committee.
- e. The parliamentarian shall perform such duties as prescribed by Robert's Rules of Order, Revised.

ARTICLE V. COMMISSIONS

Section 1. The following commissions are established to carry out activities consistent with the purposes of the Association as herein prescribed:

- a. Commission on Faculty
- b. Commission on Administration
- c. Commission on Students

Section 2. Determination of membership and officers:

- a. Each commission shall be composed of the elected chairman or president of each primary interest group within the commission.
- b. Each commission will elect a chairman and vice-chairman at the annual convention to assume office at the adjournment of the annual convention.
- c. Each commission shall be responsible for the creation of procedural bylaws to facilitate the activities of the various primary and secondary interest groups within the commission.

Section 3. Commission responsibility will include the following:

- a. Making recommendations to the Executive Committee within the commission's sphere of interest;
- b. Coordination of the planning of the annual convention programs for the interest groups within the commission;
- c. Articulation among Association members and between them and other educational institutions;
- d. Promotion and support of effective practices within the commission's sphere of interest.

ARTICLE VI. INTEREST GROUPS

Section 1. The following primary interest groups are established within the commissions to carry out activities consistent with the purposes of the commissions:

- a. Commission on Faculty
 1. Social science faculty
 2. Humanities faculty
 3. Mathematics/Science faculty
 4. Career education faculty
 5. Learning resources faculty
 6. Faculty support personnel
- b. Commission on Administration
 1. Executive officers
 2. Academic officers
 3. Financial officers
 4. Administrative support personnel

c. Commission on Students

1. Student services executives
2. Counselors
3. Admission officers
4. Financial aids officers
5. Support personnel for student services

Section 2. Secondary interest groups may be established as deemed advisable and within the bylaw provisions of the commissions.

ARTICLE VII. COMMITTEES

Section 1. Executive Committee.

- a. The members of the Executive Committee shall be the president, vice-president/president-elect, treasurer, the immediate past president, the chairman and vice-chairman of the Commission on Faculty, the chairman and vice-chairman of the Commission on Administration, the chairman of the Commission on Students, and the chairman of the Legislative Affairs Committee. The secretary of the Association shall serve as a nonvoting member of the Executive Committee. The Chief State School Officer or his designee shall be an ex-officio, nonvoting member. The Executive Director of the Alabama Commission on Higher Education or his designee shall be an ex-officio, nonvoting member.
- b. The duties of the Executive Committee shall be to plan the annual convention, review recommendations of the Commissions, serve as the membership committee, and carry out such activities as may be assigned by the Association. The Executive Committee, represented by the president, shall refer to the Association all matters referred to the Association.
- c. The Executive Committee shall appoint members to fill the unexpired terms of elected officers upon their resignation or incapacitation.

Section 2. Nominating Committee. This committee (consisting of three or more members of the Association) shall be appointed by the president with the advice and consent of the Executive Committee. It shall be the duty of this committee to place in nomination one or more candidates for the offices of vice-president/president-elect and treasurer at the business session of the annual convention. The presiding officer shall always recognize nominations from the floor; and if any offices are contested, the election shall be by secret ballot.

Section 3. Legislative Affairs Committee.

- a. This committee shall represent the legislative interest of the Association. This includes submitting to the Executive Committee proposals for legislation, initiating desirable legislation, and cooperating with other educational commissions, departments, and organizations (such as AEA and ACHE), and the State Department of Education in the promotion of legislation for the welfare of post-secondary education.
- b. Members of the committee shall be appointed by the Executive Committee.
- c. Appointments to this committee will be representative of the administrative and faculty segments.

Section 4. Other standing committees. A Publications Committee, appointed by the president, and an Auditing Committee, composed of two persons employed at member institutions other than those represented on the Executive Committee, shall be appointed by the president to carry out such duties as designated by the Executive Committee.

Section 5. Ad hoc committees may be appointed by the president.

ARTICLE VIII. FINANCE

The Association shall have the authority to establish the annual and individual dues. The Association invests in the Executive Committee full responsibility for establishing overall financial policy and for accepting gifts, grants, or other income from appropriate sources.

ARTICLE IX. AMENDMENTS

Proposed amendments shall be submitted in written form to the secretary by a member at least forty (40) days before the annual convention. The secretary shall distribute such proposed changes in written form to all individual and institutional members at least thirty (30) days prior to the annual convention. These amendments must be approved by a majority vote of the membership of the Association assembled at the annual convention.